

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, April 10, 2014 4:56 PM
To: Rowden, Naomi
Subject: RE: Template of SF135 for OIG records

Categories: Record Saved - Shared, Blue Category

Your accession is in, let me know if you want to work on this tomorrow. 😊

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Rowden, Naomi
Sent: Thursday, April 10, 2014 8:35 AM
To: Aoyama, Joyce
Subject: RE: Template of SF135 for OIG records

Hi Joyce,

Sounds great! Only, I will be out of town next week (in DC for work), so can we make it the following week? Tuesday the 22nd should be good for me if we have everything we need by then.

Yes, we have moved to floor 17 and there is still a security door (there is a doorbell too so we can let folks in). I'll be on email next week as well if anything changes.

Thanks,
Naomi

From: Aoyama, Joyce
Sent: Thursday, April 10, 2014 8:04 AM
To: Rowden, Naomi
Subject: RE: Template of SF135 for OIG records

Hi Naomi,

I'll email the SF135 and when we get the accession #, I'll print out the box reports and deliver them to you and we can get them ready to go - maybe next week when the # comes in. Are you on 17? I guess I'll have to let you know beforehand anyway if you still have the same security door.

Thanks for the code!

Thank you,

Joyce Aoyama
Regional Records Manager

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From: Rowden, Naomi
Sent: Thursday, April 10, 2014 7:38 AM
To: Aoyama, Joyce
Subject: RE: Template of SF135 for OIG records

Good morning Joyce,

Apparently the billing code for the OIG is "IG"

Do I need to bring the boxes to you, or do we ship them to the FRC? I haven't yet taped the boxes shut either, should I do that now?

Thanks,
Naomi

From: Aoyama, Joyce
Sent: Tuesday, April 08, 2014 4:55 PM
To: Rowden, Naomi
Subject: RE: Template of SF135 for OIG records

Hi Naomi,

We use the most recent date as the official closed date. It looks like a lot, but it's about a 5-6 year spread. It's up to you if you want to separate the 1996-98 from the 2002. We could divide it into two groups or keep it as one group.

Thank you,

Joyce Aoyama
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From: Rowden, Naomi
Sent: Tuesday, April 08, 2014 3:49 PM
To: Aoyama, Joyce
Subject: RE: Template of SF135 for OIG records

Hi Joyce,

Thanks, it look good to me. I do have one question, on the date range and date closed. Of the 8 boxes, boxes 1-4 closed in 2002, boxes 5-6 closed in 1997, box 7 closed in 1998, and box 8 closed in 1996. Do these need to be separated out? It doesn't matter to me, just that some boxes can be destroyed a few years earlier than others.

I will have to get back to you (again) on the OIG billing code.

Thank you,
Naomi

From: Aoyama, Joyce
Sent: Tuesday, April 08, 2014 3:35 PM

To: Rowden, Naomi
Subject: RE: Template of SF135 for OIG records

Hi Naomi,

Here is the latest version of the SF135. I put in the info for EPA 024a. Please review and see if you agree. If you can, please provide the billing code for OIG and I can start the process. Thanks for getting the schedule!

Thank you,

Joyce Aoyama
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From: Rowden, Naomi
Sent: Tuesday, April 08, 2014 12:42 PM
To: Aoyama, Joyce
Subject: RE: Template of SF135 for OIG records

Hi Joyce,

I just got word back from Billy to use record schedule 24 (Superfund cost recovery) for these files. It is a deleted schedule, to be superseded by 1036 which hasn't been approved yet.

Please let me know what the next step is to getting these boxes to the FRC.

Thank you,
Naomi

From: Aoyama, Joyce
Sent: Friday, March 21, 2014 5:23 PM
To: Rowden, Naomi
Subject: RE: Template of SF135 for OIG records

Ok, as soon as we know what schedule to use, I can process them. They're ready to go either way. Have a great weekend. I'll be back on Tuesday.

Thank you,

Joyce Aoyama
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From: Rowden, Naomi
Sent: Friday, March 21, 2014 1:11 PM
To: Aoyama, Joyce
Cc: Eason, Billy; Wells, Mike
Subject: RE: Template of SF135 for OIG records

Hi Joyce,

I appreciate your help, the report looks good to me.

Thanks,
Naomi

From: Aoyama, Joyce
Sent: Friday, March 21, 2014 12:47 PM
To: Rowden, Naomi
Cc: Eason, Billy; Wells, Mike
Subject: RE: Template of SF135 for OIG records

Hi Naomi,
I've input your files into Versatile boxes. We'll just need to wait for guidance on whether you're using the SF Site Specific schedule [EPA 014](#) for remedial or if we'll need to destroy these files under [EPA 700a or 700c](#).

Please review the box report and let me know if anything needs to be changed. Thanks!

Thank you,

Joyce Aoyama
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From: Rowden, Naomi
Sent: Thursday, March 20, 2014 1:32 PM
To: Aoyama, Joyce
Cc: Eason, Billy
Subject: RE: Template of SF135 for OIG records

Hi Joyce,

I apologize it has taken me so long to get back to you on this project! With moving to our new floor and few other projects I just didn't get this done as quickly as I would have liked.

I now have organized the files and created a folder list for each box – we have 8 boxes total we would like to send to the FRC. These are all Superfund related and all past their disposition date if they are scheduled under EPA schedule 700. The file closed dates are between 1992 and 2002. We ended up determining that the non-Superfund related records are all at or near their disposition date and there aren't too many of them, so we don't need to send those to the FRC.

I am attaching a list of files for the 8 boxes and the SF 135. I filled in a few numbers but wasn't sure about how to include the list of files or what to put for the disposition dates (since it has already passed). I changed schedule 700a to 700c, since they are workpapers. Also, 2 files contain floppy disks – should I pull those out? And if so, what do I do with them?

Please let me know if I need to make any changes to the documents and/or what else I need to do at this point. Thank you for your patience!

Thanks,
Naomi

From: Aoyama, Joyce
Sent: Wednesday, February 19, 2014 8:10 AM

To: Rowden, Naomi
Cc: Wells, Mike; York, Sandy; Eason, Billy
Subject: RE: Template of SF135

Hi Naomi,

I know we're waiting for an answer from Billy and Region 4 on their process for Superfund Site Specific audit case files, so let's go ahead and send the older files to the FRC for now. We want to be able to potentially withdraw the boxes that are past their retention, just in case it's decided that they're not needed for Cost Recovery purposes, so here's what I propose:

- Group/box audit case files that are older than 8 years old (pre-2007) together and we'll add them to the end of the collection (List #1)
- Box up a second group of case files that are 7 years old or younger (2007-present) – List #2
- Number your boxes with pencil for now
- You can put cases from different years in the same box as long as they're all for schedule 700
- If at a later time we find that the audit files don't need to be kept longer than 8 years, we can Permanently Withdraw the boxes of older files from the Federal Records Center and disposition them here.

I hope that makes sense. Please let me know if you have questions. There's no rush on my part for the list of files and once the SF135 is emailed it doesn't take long to get the accession number from the FRC. Thanks!

Thank you,

Joyce Aoyama
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From: Rowden, Naomi
Sent: Tuesday, February 18, 2014 6:03 PM
To: Aoyama, Joyce
Subject: RE: Template of SF135

Thank you, Joyce.

I really appreciate you participating in the call earlier today and assisting with the records transfer. As I started to make a file list for the boxes I realized I was unsure about whether each box can contain more than one series of records? That is, if I only have a few folders from an audit from 1997 and then a few folders from a different audit in 1995, can I put them in the same box? They will all be EPA schedule 700, just different disposition dates. The other side of that question is, if they must be separated by disposition date, can a box be only partially full?

I will continue to work on getting the file list together but it might take me a little while to get through them all. I will be out of the office tomorrow (Wednesday Feb 19) but will be back on Thursday.

Thank you so much for your help,
Naomi

From: Aoyama, Joyce
Sent: Tuesday, February 18, 2014 5:22 PM
To: Rowden, Naomi
Subject: Template of SF135

Naomi,

Please provide/replace any information for your collection and email it back to me along with your list of folder/case titles by boxes. Let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama
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